



KING COUNTY
EQUIPMENT SERVICES AND MAINTENANCE SPECIALIST - HD
DEPARTMENT OF TRANSPORTATION
FLEET ADMINISTRATION DIVISION
Hourly Rate Range: \$18.97 - \$22.93 (2005 Rates)
Job Announcement: 06SB6024
OPEN: 5/31/06 CLOSE: 6/13/06

WHO MAY APPLY: This position is open to the general public. **NOTE:** This job bulletin has been reposted. Previous applicants need not reapply.

WHERE TO APPLY: Required forms and materials must be sent to: **Scott Bruns, 201 South Jackson St, MS: KSC-TR-0313, Seattle, WA 98104.** Application materials must be received by 4:00 p.m. on the closing date. **(Postmarks are NOT ACCEPTED).** Contact Robert Toppen at (206) 296-8159 for further inquiries. **NOTE: Applications not received at the location specified above will not be processed.**

FORMS AND MATERIALS REQUIRED: (A) King County Application (B) copies of certifications and/or special licenses and (c) separate sheet identifying a minimum of (3) reference contacts for current and former supervisors and their phone numbers. Applications may be obtained at the Human Resources Division located in room 450, 500 4th Ave, Downtown Seattle between 8:30 a.m. and 4:30 p.m. or visit: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

SELECTION PROCESS: Applicants meeting the required knowledge, skills and abilities as listed below will be invited to take a written examination. Based on the written examination, the Most Competitive candidates will be invited to participate in a practical test and an oral interview.

WORK LOCATION: 155 Monroe Ave NE, Renton, WA 98056

WORK SCHEDULE: This position is full-time, overtime eligible with a 40 hour workweek, Monday – Friday, 2:15pm – 10:45pm or 6:00am – 2:30pm. Swing shift receives a shift differential pay. Overtime work is minimal, but may be required during emergencies.

PRIMARY JOB FUNCTIONS: This is skilled work performed for the Department of Transportation. An employee this position is responsible for safely and efficiently providing service for a wide variety of automotive, heavy equipment and machinery; maintaining records; and monitoring and performing preventive maintenance procedures following recommended service schedules. Specific duties and responsibilities include:

- Perform preventative maintenance and safety inspections on vehicles. Perform lubrication duties on machinery including oil servicing, oil sampling, greasing, oil change, filter changes and oil flow rate adjustment. Process oil samples for various lubrication and hydraulic systems for analysis; track and file results.
- Select appropriate lubricants for machinery.
- Maintain multiple oil supply room and collection sites.

- Develop and write procedures for lubrication functions. Lubricate and winterize vehicles and equipment. Research and document differences in machinery lubrication and filtration systems and recommend improvements and modifications.
- Change, rotate, repair and balance tires on County vehicles.
- Perform light-duty mechanical maintenance on vehicles and heavy equipment. Replace bulbs, wipers, fan belts, batteries and hoses; adjust brakes; and perform minor tune-ups.
- Troubleshoot and isolate machinery noise, vibrations and temperature increases in bearings.
- Maintain records and logs on a computer as required.
- Fuel, hand and pressure wash and steam clean vehicles and equipment.
- Move and store equipment. Pick up and deliver parts and materials.
- Respond to emergencies (ice, snow, flooding) for vehicles on road and service calls and perform above services.
- May open and close work orders and schedule inspections.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of tire safety characteristics.
- Knowledge of general lubrication requirements.
- Skill in the use of basic hand and air tools; and a variety of vehicles.
- Communication skills (oral and written).
- Basic mathematic skills.
- Skill in distinguishing between different types of oils and lubricants.
- Skill in driving different all types of oversize vehicles.
- Ability to organizing own work.
- Ability to work independently and in a team environment.
- Ability to have predictable and reliable attendance.

NECESSARY SPECIAL REQUIREMENT(S):

- Possession of a valid Washington State Driver's License.
- Commercial Driver's License with Class B endorsement (within 90 days of employment).

PRE-EMPLOYMENT PHYSICAL EXAM: An offer of employment will be contingent on the success of a pre-employment physical examination.

ALCOHOL AND CONTROLLED SUBSTANCE TESTING: As a condition of employment, applicants must submit to and pass a pre-employment alcohol/controlled substance screening. All offers of employment are contingent upon the applicant successfully passing the pre-employment substance test. **NOTE:** Employees with a CDL are subject to federally mandated post accident, reasonable suspicion, return to duty, follow-up and random alcohol and controlled substance testing.

UNION MEMBERSHIP: This position is represented by The International Brotherhood of Teamsters, Local 117 (JCC).